

MADERA COUNTY

ASSISTANT ROAD COMMISSIONER

DEFINITION

Under administrative direction, to manage, supervise, and coordinate the road maintenance, repair and construction functions of the Operations Division of the Road Department; to assist the County Road Commissioner with the administration and supervision of assigned functions; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises, and coordinates the activities and operations of the Operations Division within the Road Department; participates in the development and implementation of goals, objectives, policies, and priorities for the Operations Division; selects, directs, supervises, trains, and evaluates assigned personnel; plans and directs the work of other staff in planning, scheduling, and performance of road and bridge work; consults with subordinate supervisors on construction and maintenance work; requisitions supplies for office and field personnel; participates in the development and administration of the assigned budget requests and controlling expenditures; assists with the preparation of ordinances, resolutions, and Board of Supervisors agenda items; provides input for a variety of committees; assists the Road Commissioner with the administration and supervision of the Department functions; to the extent permitted by law, may serve as the Road Commissioner upon the request or absence of the Road Commissioner.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of an operations program for the construction, maintenance, and repair of roads.

General principles and practices of engineering applicable to the planning, scheduling, maintenance, and construction of roads and bridges.

Equipment, tools, and materials used in the road construction and maintenance work.

Pertinent Federal, State, and local laws, codes, and regulations.

Functions and operations of the governmental agencies concerned with road and highway systems maintenance and construction.

Knowledge of:

Principles, practices, safety requirements, and laws effecting the maintenance, construction, and operations of road systems.

Principles and practices of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment.

Operate a motor vehicle safely.

Ability to:

Manage, supervise, and coordinate road construction and maintenance activities.

Supervise, train, and evaluate assigned staff.

Plan, carry out, and complete a variety of road and bridge construction and maintenance activities.

Prepare comprehensive reports and recommendations.

Assist with the general administration and supervision of the Road Department functions.

Effectively represent the Road Department to citizens, community groups, contractors, and other governmental agencies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible operations or administrative experience in the construction, maintenance, inspection or review of roads, highways and bridges including three years of supervisory or administrative staff experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, climb, and lift 30 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to, on and over different sites and locations, including maintenance and construction projects.

Effective Date: April, 1996